



Grams : APSAC

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ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 16th June 2017

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 27-03-2017.
2. Regular class test.
3. Preparation of AQAR 2016-17.
4. Action Plan for 2017-18.
5. Prohibition of cell phones.
6. National Seminars/Conferences/Workshops.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to instruct all faculties to conduct regular class test from 10 to 10.30 a.m. for all subjects.
3. Resolved to instruct all departments to give necessary information for preparation of AQAR for 2016-17.
4. Resolve to instruct all HODs to prepare Action Plan for 2016-17.
5. Instructed all faculties to prohibit the usage of cell phones by the students.
6. Encouraged all faculty members to participate in National Seminars/Conferences/Workshops and to present research articles/papers.



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ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

COMMITTEE MEMBERS

1. Thiru.N.Rameswaran, College Secretary.

2. Dr.A.Susaimanickam, Principal. (Chair Person)

3. Dr.N.Ramani (Co-ordinator)

4. Dr.V.Elangovan (Deputy co-ordinator)

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Minutes of Meeting held on 23rd June 2017

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 16-06-2017.
2. Entry level bridge course.
3. Minor projects.
4. Evaluation of result – April 2017.
5. Motivation for registering Ph.D.
6. Academic, Administrative and Gender Audits for 2016 - 2017.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to give entry level bridge course for all first year students.
3. Resolved to motivate the faculties to apply for minor projects.
4. Instructed all departments to evaluate the student's result of April-2017.
5. Resolved to encourage the faculties who are not enrolled Ph.D. to register.
6. Discussed the reports of Academic, Administrative and Gender Audits for 2016 – 2017 and decided to submit to the Management for taking necessary action.



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Internal Quality Assurance Cell

Minutes of Meeting held on 29th June 2017

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 23-06-2017
2. Remedial Coaching.
3. NPTEL Programme
4. PTA meeting.
5. Green Campus.
6. Tutorial scheme.
7. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to Instruct all faculties to identify under performance students arrange remedial classes.
3. Resolved to register our institution as local chapter for NPTEL, Spoken Tutorial and other online course platform etc.
4. Instructed all HODs to conduct PTA meeting for Second and Third year students in this month.
5. Resolved to instruct Eco Club to conduct specific programmes on Environmental Awareness and Tree Plantation.
6. Resolved to allot a staff for maximum 20 students under tutorial scheme.
7. Resolved to organise a special meeting on "Stakeholders networking".



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Minutes of Meeting held on 30th June 2017

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 29-06-2017.
2. Research guide-ship.
3. Training to support staff.
4. Common Internal test
5. NET/SLET coaching
6. Finalise the Student's feedback for the year 2016-2017.
7. Publications in journals.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to motivate faculties to instruct to get research guide-ship.
3. Resolved to give special training for the office staff in Office Automation Software.
4. Instructed all departments to consolidate marks of common internal tests.
5. Resolved to arrange special coaching classes for the students to take up entry in Service Examinations such as UPSC, TNPSC, NET/SLET regularly and are monitored.
6. Decided to finalise and submit the Student's feedback for the year 2016-2017 to the Management.
7. Motivated faculty members to present research papers in the seminars and publish papers in the journals.



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Minutes of Meeting held on 26th July 2017

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 30-06-2017.
2. Part - time courses.
3. Special program by Library.
4. Network Communication Facility with Reliance Foundation.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to motivate all the students to undergo part time courses to develop computer skills and Spoken English.
3. The Librarian is advised to organise special programmes related to learning resources through Extramural Lecture Program.
4. Resolved to provide Network Communication Facility with Reliance Foundation for the stakeholders.



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N. Ramani

V. Elangovan

S. Rajamoorthy

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S. M. Alagappan

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A. Balasundaram

S. Jayavel

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Internal Quality Assurance Cell

Minutes of Meeting held on 11th August 2017

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 26-07-2017.
2. Human Rights Programme
3. Students Discipline.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. All departments are encouraged to conduct special programmes on Human Rights.
3. Instructed the discipline committee to strictly maintain student's discipline.



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Internal Quality Assurance Cell

Minutes of Meeting held on 13th October 2017

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 11-08-2017.
2. Finalise AQAR for 2016-17
3. Extension Activities.
4. Value Education.
5. Health Awareness Programme.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to submit AQAR for 2016-17.
3. Decided to motivate all departments to carryout extension activities by our students for the benefit of the society at various villages.
4. Resolved to continue value education through Yoga.
5. Decided to conduct Health Awareness programmes to the students about Public Health, Sanitation etc.



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Internal Quality Assurance Cell

Minutes of Meeting held on 20th December 2018 ²⁰¹⁷

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 13-10-2017.
2. Digital notes.
3. Evaluation of students result – Nov.-2017.
4. ICT method of teaching.
5. Training Programme.
6. Invited Lectures / Special Lectures

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Resolved to instruct all faculties to prepare study materials for the students in digital format.
3. Instructed all departments to evaluate the student's result of Nov.-2017.
4. Decided to instruct all staff members to follow ICT method of teaching.
5. Decided to instruct Entrepreneurship Development cell to conduct training programmes to the students and self help group.
6. Instructed all HODs to organise Invited Lectures / Special Lectures.



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Minutes of Meeting held on 05th January 2018

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 20-12-2017.
2. Campus Interview.
3. Preparation of NAAC files.
4. Uploading e-notes.
5. Special meeting of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Instructed to placement officer for arranging campus interview.
3. Decided to instruct all HOD's to complete NAAC files.
4. Instruct all faculties to prepare e-notes and upload in the college website.
5. Decided to organise an Inter-disciplinary training on "Cyber Security".



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Internal Quality Assurance Cell

Minutes of Meeting held on 24th January 2018

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 05-01-2018.
2. Special Programme.
3. Blood Donors Registration camp.
4. Accidental Insurance Policy.
5. Special meeting for IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Women Welfare Committee is requested to organize special programmes for girl students within the campus.
3. Department of Zoology, Youth Red Cross and Red Ribbon Club are requested to organize Blood Donors Registration camp.
4. Decided to cover parents to come under Accidental Insurance Policy.
5. Decided to organise Inter-disciplinary training for students on "Terrace Garden"



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8. Mr.S.M.Alagappan (Member) *S. M. Alagappan*
9. Mr.V.Guru Dev Rajan (Member)
10. Dr.N.Vijayanand (Member) *N. Vijayanand*
11. Mr.A.Balasundaram (Member) *A. Balasundaram*
12. Dr.S.Jayavel (Member) *S. Jayavel*
13. Tmt.S.Jegatha, (Supdt.) (Member) *S. Jegatha*
14. Selvi.R.Karthigarani (Student) (Member) *R. Karthigarani*
15. Selvan.M.Pandikumar (Student) (Member)
16. Mr.M.Ramesh (Alumni) (Member) *M. Ramesh*
17. Mr.P.Muthuraja (Alumni) (Member) *P. Muthuraja*
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ARUMUGAM PILLAI SEETHAI AMMAL COLLEGE

TIRUPPATTUR - 630 211, Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 02nd March 2018

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 24-01-2018.
2. Soft-Skill Development Programme.
3. Faculty Development Programme.
4. Motivation for the publication of books.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to instruct SC/ST cell to organize soft skill programmes for SC/ST students.
3. Resolved to encourage faculties to attend faculty development programme such as Orientation Course, Refresher Course etc.
4. Decided to motivate faculties to publish books.



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TIRUPPATTUR - 630 211. Sivagangai Dist. Tamil Nadu.

Internal Quality Assurance Cell

Minutes of Meeting held on 06th April 2018

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 02-03-2018.
2. Local Chapter under MOOC.
3. Installation of On-Grid Solar power generation unit.
4. Academic, Gender and Administrative Audits for 2017 - 2018.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to register as Local Chapter for SWAYAM under MOOC. Dr. N. Vijayanand is appointed as Mentor.
3. Decided to install On-Grid Solar power generation unit.
4. Resolved to do Academic, Gender and Administrative Audits for 2017 - 2018.



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H. Ramesh
V. Elangovan

G. Rajamoorthy

S. M. Alagappan

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[Handwritten signature]

S. Jayavel

S. Jegatha

R. Karthigarani

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Internal Quality Assurance Cell

Minutes of Meeting held on 19th April 2018

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 06-04-2018.
2. Submission of AQAR for 2017-2018.
3. On-line feedback from the students for 2017-2018.
4. OBC and Minority Cell.
5. Counselling for students.
6. Training Programme.
7. Alumni Meeting.
8. Campus Interview.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to prepare and submit AQAR for 2017-18.
3. Resolved to record On-line feedback from the students for academic year 2017-2018 as per new Evaluation Format.
4. Decided to induct OBC and Minority Cell.
5. Resolved to give counselling the students who found violating the college rules and regulations.
6. Decided to encourage Zoology Department to attend a training programme for specimen preservation.
7. Resolved to create Whatsapp and Facebook account to establish contact with Aluminous.
8. Decided to instruct placement officer for arranging campus interview.



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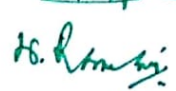
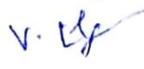




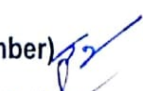



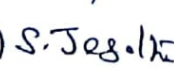




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Minutes of Meeting held on 7th May 2018

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 19-04-2018.
2. Installation of OFC for 40MBS Open Wi-Fi internet.
3. Swachh Bharat Abhiyan Scheme.
4. Updating of Faculty Profile.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to install OFC for 40MBS Open Wi-Fi internet.
3. Decided to campaign with Swachh Bharat Abhiyan, Govt. Of India and Mr.A.Balasubramanian is appointed as Co-ordinator.
4. Decided to instruct all faculties to update their latest profile.





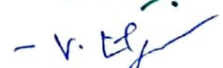







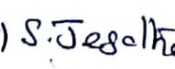


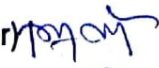

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Internal Quality Assurance Cell

Minutes of Meeting held on 19th May 2018

The Principal presided over the meeting.

Agenda:

1. Minutes of the previous meeting dated 07-05-2018.
2. Introduction of new course B.Sc. Physical Education.
3. Inter-Disciplinary / Multi-disciplinary Seminars in the next academic year.
4. Re-constitution of IQAC.

Resolutions:

1. The minutes of the previous meeting was read, confirmed and recorded.
2. Decided to get approval and introduce a new course B.Sc. Physical Education.
3. Decided to motivate Research Departments to organise Inter-Disciplinary / Multi-disciplinary Seminars in the next academic year.
4. Decided to appoint Dr.G.V.Gopinath as new Co-ordinator for IQAC in place of retired staff and to add Dr. S. Marikkannu as new member for IQAC.



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